

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE CHAPEL
198 COUNTY DF
JUNEAU, WI 53039**

JULY 6, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; John Corey, Dodge County Corporation Counsel; Kathilynne Grotelueschen, Dodge County Assistant Corporation Counsel; Sarah Eske, Dodge County Human Resource Director; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Streaan, Assisted Living Supervisor; Kim Krueger, Dietary Tech; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF JUNE 1, 2016 MEETING:** Motion made by Schaefer to approve the June 1, 2016 Minutes; seconded by Hilbert. Motion carried.

4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Hilbert. Motion carried.

5. **PUBLIC COMMENT:** None to report.

6. **COMMITTEE MEMBER REPORTS:** None to report.

7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	18 of 30 with a possible re-admission tomorrow and 2 referrals
Clearview:	128 of 140 with 5 referrals
Clearview Behavioral Health 1/2:	18 of 20 with 2 possible Dodge County resident admissions
ICF-IID (formerly FDD):	41 of 46 with 1 possible admission, pending financial approval
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Hospice in Assisted Living ~ Jessica Strean:** Hooper and Jessica Strean (Assisted Living Supervisor) met with Rainbow Hospice and Hillside Hospice. Clearview's assisted living would contract with one or both of the hospice companies. These companies would bill Medicare themselves; Clearview's billing would remain the same.
- **Grant Update: "GRACE":** A grant application for "GRACE" ("G" giving, "R" residents, "A" among others, "C" care/compassion, while "E" enhancing life at the end of life) was submitted to the State Department of Health Services on July 1, 2016. This grant is made available through the Civil Money Penalty Funds Project Proposal. GRACE's purpose is to develop a formalized end of life plan of care for each resident which begins at admission whether the resident is admitted for a short or long-term stay. The project will involve creating a life enhancement program for residents that are planning and experiencing their end-of-life journey. The project will focus on providing palliative care with an emphasis on the quality of life and being an active participant throughout this process. Fundamental elements of the program will include advanced training in the following areas: advanced care planning, how to have the conversation and developing tools/workshops to equip staff for end-of-life conversations, developing a community based spirituality/volunteer team, emotional support for the caregiver/family members, continuity of care, pain management/symptom relief, bereavement support, educational, and supportive resources for residents, staff, and families.
- **Report on Exit Reviews ~ Ann Schulz:** Ann Schulz, Director of Nursing, and Sarah Eske, Director of Human Resources, gave a report on Clearview's exit interview results, prepared by Angi Zilliox and Stacy Van Buren of Clearview's Human Resource Department. The report included data from January 1 through June 3, 2016. Also, as of July 14, there will be seven shifts (40%) from household specific areas that are self-scheduling, out of eighteen (18) possible shifts. Twelve (12) hour shifts are still being worked on. An updated report will be presented at the August 3 meeting.
- **Dairy Bid ~ Kim Krueger:** Kim Krueger, Dietary Tech, discussed the desire to continue with Kemp's, LLC for dairy items for another year. Kemp's has great customer service/follow-up and comes in and does product rotation on a timely basis. Motion by Derr to continue with Kemp's for another year; seconded by Hilbert. Motion carried.
- **Dementia Crisis Unit:** Hooper was invited to attend a meeting on June 30 in Madison with the Department of Health Services for a planning session to address the "Speakers' Task Force," regarding 2015 Wisconsin Act 272. "Dementia Crisis Unit" means "a unit or part of a unit of a public or private facility that is qualified, competent, and equipped to provide diagnosis, evaluation, and treatment of dementia and medical, psychiatric, and behavioral care to individuals who have dementia and that provides a therapeutic environment that is appropriate for and designed to prevent harm to individuals who have dementia." The Department of Health Services has until November 1, 2016 to prepare a proposal for one or more pilot programs for coalitions of two or more counties to create dementia crisis units. More meetings may be scheduled.

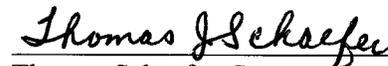
- **Consideration of Boldt Construction Proposal to Prepare Siding Bid Specifications and Bid Assistance:** Administrator Mielke reported that he contacted Boldt Construction to prepare proposals/bid packages for the fiber cement siding removal and replacement project. A Resolution to approve this project will be presented to the County Board at its meeting to be held on August 16, 2016. The completion for the fiber cement siding removal and replacement project is November 18, 2016. Administrator Mielke further reported that Boldt Construction agreed to prepare proposals/bid packages for the fiber cement siding removal and replacement project at a total cost of \$11,526 and that this cost is included in the budget for the fiber cement siding removal and replacement project. Motion by Schaefer, to approve utilization of Boldt Construction to prepare proposals/bid packages for the fiber cement siding removal and replacement project, at a total cost of \$11,526; seconded by Duchac. Motion carried.
- **Johnson Block Joint Meeting with the Finance Committee Meeting on July 12 for the 2015 Audit Presentation:** Administrator Mielke reported that Jim Block from Johnson Block will give an audit presentation at 8 a.m. on July 12, 2016, at the joint meeting between the Finance Committee and Health Facilities Committee.
- **Capital Improvement Plans:** Items in the 2017 budget for the capital improvement plan include: (1) billing/clinical software replacement; (2) slight modifications of Household A3 for a possible dementia crisis unit (if need be); (3) bed replacements; and (4) a van.
- **Update: Marsh Country Health Alliance 2017 Rate Setting Meeting:** A special meeting of Marsh Country Health Alliance was held on June 27, 2016, to set the rate for 2017. The Commission voted in favor of the rate of \$218,256, which is down from the \$300,000 rate in 2016.
- **Clearview Garden Club:** The Garden Club has been at Clearview for ten years and is organized by volunteer Marianne Zastrow. To express Clearview's gratitude to the Garden Club, an arbor may be installed.
- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$2,140.50; seconded by Derr. Motion carried.
- **Tour of Clearview Behavioral Health ("CBH"): Estimated time: 9:20 to 9:40 a.m.:** Lori Kurutz, Director of Support Services, gave a tour of the Behavioral Health households (B3). Special features include: specialized furniture filled with sand, plexi-glass on windows, anti-ligature fixtures, alarms in the floor for water overflow, Styrofoam fireplace, a calming room, stainless steel mirrors, beds bolted to the floor, etc. A quick tour was also given of the spa and activities room, as well as the A3 household.
- **Update on Accounts Receivable / Aging Accounts ~ John Corey: 9:45 a.m.:** John Corey, Corporation Counsel, reported that the law firm of Crivello Carlson has been retained to review the title to real estate owned by a family member of two Clearview residents. The Committee authorized and directed Mr. Corey and Administrator Hooper to present to the Committee at its meeting to be held on August 3, 2016, optional courses of action to be taken by Clearview.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **2017 Budget Timeline:** Reviewed the budget timeline to prepare and present the Clearview 2017 budget to the County Administrator. In late July/early August the Clearview Finance Director is to meet with budget managers to gather requirements. In mid-August, to the Clearview Administrator and Finance Director to meet to review the proposed 2017 budget. In late August, the Clearview Administrator and Finance Director to meet with the County Administrator and County Finance Director update and submit Clearview's 2017 budget.
 - **Request for Proposal for Billing/Banking/Clinical Software:** Reviewed the key dates for the Request for Proposal. On July 19, all questions from vendors are to be submitted to the Dodge County IT Department. On July 21, all answers are to be presented by the Dodge County IT Department to the vendors. On August 1, all Requests for Proposal submissions are to be at the Dodge County IT Department.
10. **NEXT MEETING DATES:** *Wednesday, August 3, 2016, at 7:45 a.m., at the Administration Building, 127 East Oak Street, Rooms F and G, First Floor Auditorium, Juneau, Wisconsin.*
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 10:33 a.m.

Dated this 3rd day of August, 2016.

Respectfully submitted,



Thomas Schaefer, Secretary